SIS 2000+ Training Manual

Health Providers

Using Providers

Purpose

This program will allow you to create a database of medical providers including their addresses and phone numbers. Providers include all types of health practitioners: doctors, dentists, clinics, hospitals and insurance companies/plans. This information is then used to assign providers to each student in the Health Information program.

Students usually submit provider information during the registration process.

Training Objectives

List, Add, Edit and Delete Providers

Accessing Providers

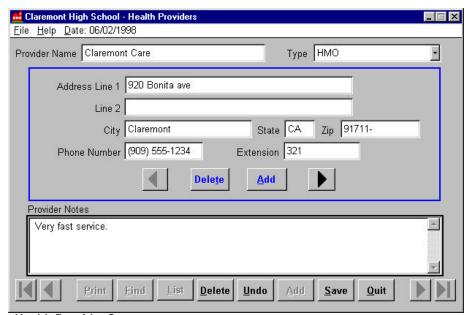
To activate the Health menu click on the **Health** button (or Alt+H on the keyboard) from the SIS 2000+ main menu. To activate the Provider program, click on the **Provider** (or Alt+P) button.

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Tasks

Add a Provider

Use the **List** or VCR buttons to make sure the provider you want to add is not already in the database. **Click Add** to enter a new Provider.



Health Provider Screen

If the provider has two locations, click the blue Add button, and enter the second address. The VCR buttons that are located on the center of the screen allow you to scroll through the multiple addresses.

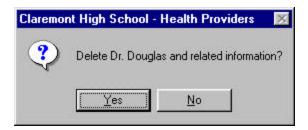
A Provider may have as many addresses as needed.

Edit a Provider Record

Click Edit, make the necessary changes, then Save.

Delete a Provider record

Find the provider that you wish to delete. Click Edit, then Delete. A question screen will appear:



Click "Yes" to delete, "No" to abort.